# 10 Steps to Becoming a CPS Technician-Instructor

Please check with your CPS State Contact for state standards. These are MINIMUM standards. Techs are encouraged to go beyond the requirements below. Go to: [http://cert.safekids.org](http://cert.safekids.org)

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td><strong>Successfully complete a CPS Certification Course</strong>&lt;br&gt;Resource: <strong>CPST workbook</strong></td>
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<td>2</td>
<td><strong>Gain experience</strong> in the CPS field (classes, updates, checkups, etc.).&lt;br&gt;• Work with more seasoned technicians&lt;br&gt;• Participate in as many events as you can.&lt;br&gt;Resources: <strong>CPST workbook, Policies and Procedures manual</strong></td>
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<td>3</td>
<td><strong>Review requirements</strong> in the Required Documentation Form, including experience and 4 required testimonials (skills, teaching, and course assistant).&lt;br&gt;Resource: <strong>Policies and Procedures manual</strong></td>
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<td>4</td>
<td>Participate as a <strong>Course Assistant</strong> for a Certification Course: Participate in the planning meeting, setting up the classroom, classroom and outdoor exercises, and otherwise observe all aspects of the course, including various teaching styles.&lt;br&gt;• Watch and learn&lt;br&gt;• Assist with behind the scenes activities/set up&lt;br&gt;• Identify and work with a <strong>Mentor</strong>&lt;br&gt;Resources: <strong>Mentor and IC Guide and the Policies and Procedures manual</strong></td>
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<td>5</td>
<td>After <strong>at least</strong> 6 months as a CPST, <strong>pay the IC application fee</strong>&lt;br&gt;• Initiate contact with an Instructor to discuss who will be your Mentor and which class you will participate in as part of your Instructor Candidacy.&lt;br&gt;• Start the IC paperwork.</td>
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<td>6</td>
<td><strong>Complete Instructor Candidacy application</strong> and submit to Safe Kids for review.&lt;br&gt;• Completed documentation must be received by the Safe Kids Worldwide at least six weeks prior to the registered course that you wish to participate in as an Instructor candidate.&lt;br&gt;• If you have not identified a course yet, continue to work with local instructors to do so.</td>
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<td>7</td>
<td><strong>Approved</strong> as an IC. Status changes to <strong>Instructor Candidate</strong>.&lt;br&gt;• Must have permission from Lead Instructor to participate as an IC&lt;br&gt;• Work with your Mentor and Lead Instructor as you study the curriculum and prepare to teach.&lt;br&gt;Resources: <strong>Mentor and IC Guide and the Policies and Procedures manual</strong></td>
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<td>8</td>
<td><strong>Participate in a course</strong> as an Instructor Candidate (with a mentor)&lt;br&gt;Resources: <strong>Mentor and IC Guide, Policies and Procedures Manual, Instructor Manual and Planning and Logistics Guide</strong></td>
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<td>9</td>
<td>Upon successfully teaching a course, IC status changes to <strong>Certified Instructor</strong> and 2-year certification cycle begins.&lt;br&gt;• Time limit for completion: one year</td>
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<td>10</td>
<td>Continue working to <strong>improve your technical and teaching skills</strong>.&lt;br&gt;Consider becoming a <strong>Lead Instructor</strong> or a <strong>Mentor</strong>. Take the Lead Instructor Quiz accessed from your personal profile under action items. There is also an Are you ready to become a mentor quiz included in the Mentor and IC Guide.&lt;br&gt;Resources: <strong>Mentor and IC Guide and the Policies and Procedures manual</strong></td>
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Code of Conduct & Commitment for Certified Child Passenger Safety Technicians

For the Families You Serve:
• Provide the highest level of service.
• Be polite and professional.
• Give good service regardless of race, ethnicity, color, national origin, gender, sex orientation, religion, age, disability, social or economic level.
• Listen to people. Acknowledge their strengths. Build on their abilities. Learn from them.
• Respect parents and their right to make decisions for their children.
• Be an example for others, as a safe and courteous driver.
• Always wear your seat belt and be a positive role model for children.

For the Community You Serve:
• Participate in community events, as your agency or organization is part of the community.
• Support occupant protection programs, like Click It or Ticket, teen buckle-up challenges and important legislation.
• Make services available to everyone, especially those at risk, such as rural, non-English speaking, and low income communities.
• Work toward safe transportation through education, research and advocacy.
• Support policies for safe transportation for children and families.

As a Colleague:
• Work with colleagues. Trust and respect them. Share resources.
• Support colleagues in meeting their professional needs and development.
• Respect everyone's personal dignity, especially in resolving disagreements and what you may think are behavior problems.
• Be careful and respectful when talking personally and professionally about colleagues.

As a Leader:
• Develop and maintain your competence, such as your current certification status.
• Document your work according to agency, state and national standards.
• Follow all CPS certification program content in your own education and training programs.
• Correctly enter information into the CPS online system.
• Maintain the integrity and security of tests and assessments.
• Protect confidential information about families you assist.

From the National Child Passenger Safety Board — 2007